

CONSULTANT SUBMITTAL PROCEDURE

Local Sponsor Projects

Sponsors shall make all submittals to the Local Highway Technical Assistance Council (LHTAC), and LHTAC will make distribution to the necessary ITD Sections for review. Two copies of the Drawings should be submitted in 11" x 17" format. Returned transmittals by the Bridge Section will be sent to the Roadway Design Area Engineer. This procedure is to be used on all projects to include Local Public Agencies (LPA) projects by consultants.

State Consultant Projects

Consultants shall make all submittals to the District Design Section, and the District will make distribution to the necessary ITD Sections for review. Two copies of the Drawings should be submitted 11" x 17" format. Returned transmittals by the Bridge Section will be sent to the Roadway Design Area Engineer.

Submittal Criteria

The following data is required for the various submittals:

Structure Concept Review

A submittal of data is to be made showing the concepts of the project in general. Drilling for the foundation investigation for multi-span structures should be delayed until the concept is approved. The data should include:

- Bridge layout showing plan and elevation views
- Bridge cross-section
- Roadway cross-section
- Stream cross-section,
- Vicinity map
- Preliminary profile grade
- Draft Phase 4 Foundation Report (if available)
- Draft ITD-210 hydraulic report
- Other data pertinent to type or location selection

Show as much of the above data as possible on the layout drawing.

Consultants are encouraged to contact the Bridge Section during development of the structure concept.

Final Situation and Layout Review

The plans shall consist of the following:

- Situation and layout
- Foundation investigation sheet
- Sketches or views of unusual structural details

Refer to the Situation and Layout Checklist in Chapter 17 of the *BDM*.

The plans should also be accompanied by:

- Approved Phase 4 Foundation Report
- Approved ITD-210 Hydraulic Report
- Approved ITD-783 Design Standards forms
- District approved roadway profile and alignment data
- Topographic map with contours

The Bridge Section shall approve the Situation and Layout plans before proceeding with final design.

Intermediate Design Reviews

If needed, these reviews can be handled informally between the Local Public Agency/State Consultant and the Bridge Section.

Final Design Review

The submittal should include the following:

- Drawings in reproducible form
- Special Provisions
- Cost Estimate
- Quantity Calculations
- Construction Schedule
- Design Calculations

Plans, Specifications & Estimates Submittal

After the consultant has made the necessary corrections from the Final Design Review, the final drawings and the revised final design data shall be submitted.

The final drawings shall include the following:

- 22"x34" 3 mil mylars stamped by the Engineer
- 11"x17" prints
- Electronic CADD files in .dgn format

The 11"x17" prints should preferably be either photographically reduced or have an electronic stamp.

The Bridge Section will publish a PS&E letter of acceptance.

In the transmittal letter for Local Sponsor Projects, the Bridge Section will include an estimate of man-hours for checking shop plans and construction drawings. The District will arrange for a supplemental engineering agreement to cover this additional work.